

## CITY GOVERNMENT

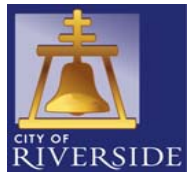
The City of Riverside was incorporated in 1883 and operates under the Council-Manager form of government established by City Charter in 1953. Seven members make up the City Council, elected for four-year terms by geographically designated wards (districts). The Mayor is elected at large and serves as Presiding Officer of the Council, interprets policies and programs to the community, and serves as official head of the City for ceremonial purposes. The Mayor has a voice in all Council proceedings but votes only to break a City Council tie-vote. Members of the Council select a representative from among themselves to serve as Mayor Pro-Tempore. The City Council appoints the City Manager, City Attorney and City Clerk in conformance with the City Charter.

The City's total budget of \$790.3 million reflects a regular full time staff of approximately 2600. The City provides all traditional municipal services and also operates electric and water utilities, a municipal airport, library, and museum.

The City Manager indirectly supervises all City departments. Assistant City Managers supervise the departments of Public Utilities, Police, Public Works, Fire, General Services, Human Resources, Information Technology, Museum, Library, Community Development, Development, Airport, and Parks, Recreation and Community Services, as well as the City's financial operations.

Riverside emphasizes public participation through 17 advisory boards and commissions which review issues and make recommendations on a broad range of topics.

## APPLICATION AND SELECTION PROCESS



*An Equal Opportunity Employer*

**APPLY ONLINE:** [www.riversideca.gov/human](http://www.riversideca.gov/human)

Marni Noll  
Human Resources Department  
3780 Market St., Riverside, CA 92501  
(951) 826-5715—Fax (951) 826-2552

**Applications will be accepted until the position is filled. Review of applications will begin immediately. To be considered, please submit an on-line City application available at: [www.riversideca.gov/human](http://www.riversideca.gov/human).**

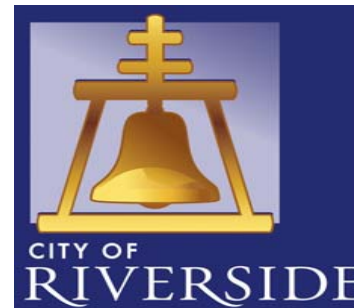
Applications will be reviewed in relation to the criteria outlined in this brochure. Applications will be screened and successful candidates may be invited to compete in the selection process. Candidates meeting the minimum qualifications will be placed on an eligibility list which will remain in effect for six months. The eligibility list may be terminated or extended dependent upon supply and demand needs. Riverside does not reimburse candidates for any expenses incurred as a result of this recruitment.

*Our core values are integrity and credibility; commitment to service and action; accountability, inclusiveness and diversity; loyalty, personal growth, innovation and teamwork.*

# The City of Riverside

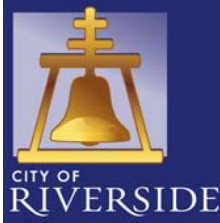
**We are seeking a dynamic professional to serve as  
Associate Engineer  
(Construction)**

**Annual Salary Range: \$70,728—\$85,968\*  
Hiring Incentives Available**



**Be a part of this exciting, creative and cooperative environment where you can make a difference. This is an exceptional leadership opportunity in a fast-paced, technologically-oriented and community-focused organization.**

## THE POSITION



**Construction Division:** Under general supervision, to perform professional municipal engineering work, to direct, supervise, inspect, and review the work of technical subordinates engaged in the inspection of public works improvement projects, such as street, storm drain and sewer improvement projects; and to do related work as required.

The current opening is in the Engineering Contract Administration/Inspection Section of the Construction Division.

## EXAMPLE OF DUTIES

Typical duties of the position may include, but are not limited to:

- Review plans and specifications of projects awarded to contractors, assigning projects to subordinate inspectors and assisting in interpreting project plans and specifications.
- Arrange and/or participate in pre-construction conferences with contractors, negotiate and prepare change orders within the limits of design and cost restrictions, while supervising completion of approved changes.
- Plans and performs their own work and completes special projects requiring engineering and technical ability as assigned.
- Provides background information and documentation for management consideration on various projects.
- Makes sound decisions on minor problems related to the work being performed based on established guidelines and principles and supervisor guidance.
- Complete special projects requiring advanced engineering and technical ability.
- Review daily and final inspection reports, and preparing progress payments.
- Research activities pertaining to public works materials and engineering practices.
- Prepare final inspections and close all projects, preparing completion notices, final payments and approving bond release letters.
- Oversee major engineering projects and other engineering projects with unique problems which have an important effect on major public works projects.
- Provide background information and documentation for management consideration on major projects and technical matters involving advanced engineering theories, concepts and principles.
- Review submittals and technical data submitted by contractors for use on public works projects.
- Coordinate work with other city departments and utilities as needed.
- Prepare as built plans for completed projects.
- Prepare required reports for Federal and State projects.
- Select, supervise, train and evaluate technical subordinates.
- Perform other duties as assigned.

## EDUCATION AND EXPERIENCE

**Education:** A Bachelor's degree in civil or mechanical engineering or in a closely related area from an accredited college or university.

**Experience:** Three years of experience in professional engineering work comparable to that of a resident or construction engineer with bridge or structural engineering experience. A professional Engineer's license is highly desirable.

## COMPENSATION AND BENEFITS

- **The annual salary range for this position is \$70,728—\$85,968.\***
- **Hiring Incentives for this position may include: \$1,000 upon signing and \$3,500 upon successful completion of the probationary period. See our website for more details.**
- **Retirement**—The City is a member of the State of California Public Employee's Retirement System (PERS) and provides employees with the 2.7% @ 55 formula. The City also pays the employee's contribution toward the plan.
- **Health Insurance**—The City offers seven health insurance plans and contributes up to \$800 per month for employee and dependent coverage.
- **Dental Insurance**—The City provides three dental insurance plans and contributes up to \$45 per month.
- **Life Insurance**—The City provides and pays for term life insurance.
- **Leave Benefits**—Includes all typical vacation, sick leave, bereavement leave and holiday benefits.

*\*Appointment may be made at any step contingent upon qualifications of the candidate.*

## THE COMMUNITY



Recently named one of "America's Most Livable Communities", Riverside is the largest city within one of the fastest growing regions in the country. As the 12th largest city in California, Riverside has a diverse population of approximately 300,000, covering over 85 square miles. Strong elected, civic, and business leadership has enabled a diversified economy, balanced land uses, quality developments, cultural amenities, and a progressive outlook that supports the community today and well into its promising future.

The City is centrally located in the Inland Empire Region approximately 60 miles east of Los Angeles and 100 miles north of San Diego. As the City has continued to develop into one of the most economically powerful cities in Southern California, it has maintained its historic virtues and cultural roots.